

TERM 3 - 2022 PCPS PLANNING CALENDAR

(Last updated: 30 June, 2022: HL)

Monday Date	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY								
4 Jul	VENUE TO BE DETERMINED		5 VENUE TO BE DETERMINED		6 VENUE TO BE DETERMINED		7 ZOOM SESSIONS		8 VENUE - GRANVILLE CENTRE								
11 Jul	BY TRAINER WITH MEMBER		12 BY TRAINER WITH MEMBER		13 BY TRAINER WITH MEMBER		14 BOOKING NOT NEED FOR ZOOM MEETING		15 Members Meeting 10-12md (CWR 1-2)								
Week	10:00 - 12:30pm	1:00pm - 3:30pm	Tu 10:00 - 12:30pm	1:00pm - 3:30pm	We 10:00 - 12:30pm	1:00pm - 3:30pm	Th	2:00pm start	Fr 10:00 - 12:00	1:00 - 3:00pm	Week						
1	18 Jul		19 Jul		20 Jul		21 Jul	DIGITAL PHOTOGRAPHY SIG	DMM	22 Jul	Craft & Cards SIG (TR 10-12md)	JW	Genealogy SIG (new group) (WS1)	DN	1		
2	25 Jul		26 Jul		27 Jul		28 Jul	GENEALOGY/WORDPRESS SIG	DMM	29 Jul	Infoodle for committee ZOOM	DMM			2		
3	1 Aug		2 Aug		3 Aug		4 Aug	ANDROID USER GROUP	DMM	5 Aug	Craft & Cards SIG (TR 10-12md)	JW	iPad/iPhone User Group (TR 1-3pm)	JN	3		
4	8 Aug		9 Aug		10 Aug		11 Aug	CREATIVE WRITING GROUP	DMM	12 Aug	Windows User group (CR 2 10-12MD)	BK	Committee Meeting (MPR 1)	DN	4		
5	15 Aug	ZOOM 2:00pm iPad/iPhone User Group	JN	16 Aug	17 Aug SOCIAL EVENT - VISIT TO AUBURN BOTANICAL GARDENS		18 Aug	DIGITAL PHOTOGRAPHY SIG	DMM	19 Aug			Members Meeting (MPR 1)	DN	5		
6	22 Aug		23 Aug		24 Aug		25 Aug	GENEALOGY/WORDPRESS SIG	DMM	26 Aug	Infoodle for committee ZOOM	DMM	Trainers Planning Meeting (MPR 1)	HL	6		
7	29 Aug		30 Aug		31 Aug		1 Sep	ANDROID USER GROUP	DMM	2 Sep	Craft & Cards SIG (CR 2)	JW	iPad/iPhone User Group (CR 2)	JN	7		
8	5 Sep		6 Sep		7 Sep		8 Sep	CREATIVE WRITING GROUP	DMM	9 Sep	Windows User group (CR 2)	BK	Committee Meeting (MPR 1)	DN	8		
9	12 Sep	ZOOM 2:00pm iPad/iPhone User Group	JN	13 Sep		14 Sep	15 Sep	DIGITAL PHOTOGRAPHY SIG	DMM	16 Sep			Members Meeting (MPR 1)	DN	9		
10	19 Sep	SOCIAL EVENT - LUNCH - VENUE TO BE ADVISED		20 Sep	Introduction to PCPS for New Members	DN	21 Sep	Introduction to Zoom for new members	DN	22 Sep	GENEALOGY/WORDPRESS SIG	DMM	Infoodle for committee ZOOM	DMM	Genealogy SIG (new group) CR2 1-3pm	DN	10
	Mo	10:00 - 12:30pm	1:00pm - 3:30pm	Tu	10:00 - 12:30pm	1:00pm - 3:30pm	We	10:00 - 12:30pm	1:00pm - 3:30pm	Th	10:00 - 12:30pm	2:00pm start	Fr	10:00 - 12:00md	1:00 - 3:15pm		
Sch Hol s	26 Sep	School Hol		27			28			29			30			30 Sep	
	3 Oct	Public	Holiday	4			5			6			7		School Hol	7 Oct	
	10 Oct	Term 4 >	Term 4 >												Committee Meeting 1-3PM (TMP)	14 Oct	
	17 Oct									20					AGM (10-12MD) (TMP)	21 Oct	

SEE OVER PAGE FOR INSTRUCTIONS

CODE FOR ROOM LOCATION - GRANVILLE
 TR - TRAINING ROOM LEVEL 1
 WS1 - WORK SHOP 1 - LEVEL 1
 MPR 1 - MULTI-PURPOSE ROOM 1 - GR FL.
 CR2 - CONSULTING ROOM 2 - LEVEL 1
 TMP - THE MEETING PLACE - GR FL.

FORMAT FOR BOOKING ASSISTANCE OR TO ATTEND MEETINGS, ETC.

Due to the restrictions associated with the relocation of PCPS, it is **ESSENTIAL** that ALL bookings are made through the training coordinator for all sessions, including SIG, User Group, One to One help sessions, meetings, etc. Send your request to parrapals.training@gmail.com - for one to one help include your device's operating system, your problem to be resolved, and some dates/days & times suitable for you. Please include your telephone contact. The Training Coordinator will contact an available trainer to advise of suggested date & time, when confirmed by trainer, the Training coordinator will advise the member by telephone and email, and **then payment must be made by EFT prior to the meeting date**. Trainers are unable to handle payments by cash or cheque.

Help Desk (one to one) sessions will only be available on Monday, Tuesday & Wednesday. The location for the session will be determined between the Trainer and Member, generally at a site convenient to both people. All sessions are for 1 hour, and cost \$10.00. Booking and payment **MUST BE MADE AT LEAST 1 WEEK PRIOR TO THE SESSION**. All payments to be made via EFT to PCPS bank account. BSB 032 277, Account Number 574 943. Send an email to the treasurer at treasurerpcps@gmail.com with the details of your booking. These sessions are only available to members for help with laptops/tablets and phones. There are no facilities available for assistance on full sized computers during this term.

PLEASE NOTE: SIG AND USER GROUPS SCHEDULED ON FRIDAYS WILL NOT BE HELD UNLESS A MINIMUM OF 3 MEMBERS ARE BOOKED IN. MEMBERS MUST PAY \$5.00 TO COVER ROOM HIRE AT GRANVILLE FOR THESE SESSIONS. PAYMENT TO BE MADE VIA EFT, AS INDICATED ABOVE. BOOK YOUR PLACE WITH THE TRAINING COORDINATOR. ZOOM SESSIONS ARE FREE AND DO NOT NEED TO BE BOOKED, AS THE COORDINATOR SENDS INVITES TO EACH SESSION VIA EMAIL.

FOR ANY MEMBERS WHO ARE UNABLE TO DO ONLINE BANKING - CASH/CHEQUE PAYMENTS MAY BE MADE AT THE MONTHLY MEMBERS MEETING ONLY. THE PARRAMATTA OFFICE IS NOW CLOSED, AND WILL NOT BE ATTENDED EXCEPT TO ADMIT REMOVALISTS.